



Memorandum

DATE: May 24, 2013

FROM: Mourad Ali, Acting Supervisory Executive Officer *MA*

SUBJECT: Vacant Position: USAID Mali OTI Project Management Specialist.

TO: Open to US Mission Locally Employed Staff and all interested candidates.

OPENING DATE: May 28, 2013

CLOSING DATE: June 11, 2013

GRADE LEVEL: **FSN PSC-9 (FCFA 8,237,452 to FCFA 12,768,052)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

The U.S. Agency for International Development, co-located with the US Embassy Bamako, is seeking one individual as Project Management Specialist for the Office of Transition Initiative.

Basic Function of Position

The incumbent will work in the USAID/Mali Office of Transition Initiatives (OTI) and will provide the highest caliber of general administrative and program backstopping support in the areas of general administration, including but not limited to, financial tracking, budget planning, financial reporting; EXO and FM liaison; travel. Incumbent will draft, interpret and process program documentation; provide database entry and reporting; drafts response to proposals; acts as interpreter for visitors to project sites; may manage a small project of limited complexity.

Major Duties and Responsibilities

A. Administrative Support (40%)

Duties include: (1) Filing, including the proper care, storage, handling and distribution of all files, including extensive program files related to individual small grants; (2) Document control and determining points of clearance and coordination; (3) Typing support to team members; (4) Receiving and forwarding messages and other official and unofficial documentation to appropriate team members; (5) Preparation of letters, memos, and reports as required; (6) Preparation of time and attendance sheets; (7) Assisting in financial tracking, budget planning, and financial reporting as required; (8) As required, scheduling meetings, assisting with translations (written, and verbal), and assisting with facilitating communications with government officials, foreign donor representatives, non-government organizations, media groups, community representatives, etc.; (9) Processing travel requests and travel authorizations; (10) Advising travelers about travel and schedule options and making final hotel and travel arrangements, assisting with the preparation of travel vouchers, coordinating local travel; (11) Coordinating with appropriate Embassy Staff, EXO, FIN, Motor Pool, Travel, etc. and (12) Other duties as assigned.



B. Project Management (40%):

The incumbent will work under the direct supervision of the OTI Country Representative or their designee and will be responsible for providing assistance for daily management functions of the Office of Transition Initiatives in Mali.

Duties include, but are not limited to: (1) Assisting with the development and management of the OTI program, which includes technical and results reporting with baseline and periodic performance targets; (2) Preparing necessary program implementation documents, and assisting the technical staff of contractors, grantees and the mission in planning and implementation functions; (3) Assisting with the development and management of all OTI programs, which includes technical and results reporting; (4) Providing expertise to resolve complex questions stemming from both DoS and host government procedures and regulations and negotiate the clearance of such documents through host government ministries and implementing agencies as well as through DoS and/or USAID channels, often in the absence of precise instructions or precedents. (5) Drafting, preparing, and processing program and project documentation; (6) Appraising program performance; (7) Preparing standard briefing packages which will be used to brief USG officials, using information included in the OTI activity database; (8) Assisting program field personnel as needed in the collection and preparation of data; (9) Preparing standard DoS and/or USAID program management documents, correspondence, and procurement documents, and helping maintain program files; (10) Conducting research in a specified area of project development requiring independent analysis and interpretation. (10) Acting as interpreter for visitors to project sites and other duties as assigned by the management of OTI; (11) The incumbent performs a variety of complex research, reporting, contact, monitoring, and analytical duties in support of senior development assistance personnel responsible for the full range of professional development assistance functions. (11) Monitoring and overseeing program activities as directed by the CR.

C. Political and Social Analysis (20%):

The incumbent will work closely with the senior OTI staff providing insight into Malian politics, economics and culture and serve as an expert resource to inform the decisions of senior OTI staff on the implications and sensitivities surrounding program activities.

Duties include, but are not limited to: (1) Interpreting the political, social and organizational relationships as they may impact the scope and direction of programing options; (2) Building relationships, through a variety of means, which assist OTI and implementing partners in broadening their access to and understanding of the government and civil society organizations; (3) Participating in the development of grant ideas as requested; (4) Working closely with a variety of organizations to ensure USAID interests are accurately conveyed and carried out; (5) Representing USAID/OTI in stakeholder meetings when requested by OTI Country Representative.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. US Mission Local Employee Staff and other potential candidates;
2. A Bachelor's degree in Politics, Economics, Development or related area is required.
3. A minimum of five years of experience working in the development field (with international organizations, regional organizations, NGOs, contractors or similar) in program management, or other development area is required. At least one year experience with a U.S. Government agency would be desirable.
4. Fluent in French and English (Level IV) with a capacity to assist in the preparation of papers, correspondence, and analytical materials.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement position.



Qualifications Required:

- a. **Education (15%):** A Bachelor's degree in Politics, Economics, Development or related area is required.
- b. **Prior Work Experience (20%):** A minimum of five years of experience working in the development field (with international organizations, regional organizations, NGOs, contractors or similar) in program management, or other development area is required. At least one year experience with a U.S. Government agency would be desirable.
- c. **Language Proficiency (20%):** Fluent in English (Level IV) with a capacity to assist in the preparation of papers, correspondence, and analytical materials. Incumbent is responsible to adopt standard English usage as detailed in the Associated Press Stylebook. Spoken and written proficiency (Level IV) and ability to translate to/from French is required.
- d. **Knowledge (25%):**
 - Requires knowledge of project management systems and procedures;
 - Requires planning on a daily basis for routine functions, but needs to plan at least three (3) to six (six) months in advance tasks;
 - Must thoroughly plan OTI's administrative support for all team activities;
 - Must possess a strong understanding of Mali's political history; and
 - Knowledge of development principals as well as a good understanding of conflict, transition and political issues.
- e. **Skills and Abilities (20%):**
 - Ability to establish and maintain contacts with a wide range of individual partners and to work in a small team setting.
 - Ability to communicate quickly, clearly and concisely – both orally and in writing in English and in French.
 - Must be completely computer literate, with excellent knowledge of Microsoft programs, including Word, Excel, and Access; must be able to prioritize and complete tasks quickly and efficiently;
 - Must be highly motivated, dedicated, a self-starter, and able to work in challenging and stressful environments;
 - Must have excellent interpersonal skills, with the ability to work in a team setting; and
 - Ability to easily interact with high level officials and grassroots organizations.

Maximum Evaluation Score 100 points.

POSITION ELEMENTS

- a. **Supervision Received:** Work is performed under the supervision and guidance of the OTI Country Representative who provide verbal instructions and general guidance on projects to be completed, or special work assignments. Incumbent is expected to perform their work with considerable independence.
- b. **Supervision Exercised:** None
- a. **Exercise of Judgment:** The incumbent of the position is required exercise excellent judgment in advising OTI staff on the political, cultural and economic implications of programmatic decisions under consideration. Judgment must be exercised to solve administrative and programmatic problems that are encountered daily. As the central point-of-contact on the administrative aspects of OTI's program, the incumbent on a daily basis must quickly resolve problems from small ones to urgent ones.
- b. **Authority to Make Commitments:** Position has no authority to make financial commitments.
- c. **Nature, Level, Purpose of Contacts:** Regular direct contact with the OTI/Mali Team All levels of U.S. Government agency personnel as well as Government of Mali officials, other donors; and a broad range of the general public.
- f. **Time Required to Perform Full Range of Duties after Entry into Position:** Twelve months.



SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the OTI Project Management Specialist position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All incomplete applications will be rejected.

SUBMIT APPLICATION

Human Resources Management Office - Email: bamakohrmvacancies@usaid.gov

CLOSING DATE FOR THIS POSITION: June 11, 2013

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.